

## **WORKSHOPS SPECIALLY DESIGNED FOR TIMES OF TRANSITION**

DOP has developed five new transition workshops to help managers meet the next challenges. These courses build on previous transition workshops by preparing managers for their critical role ahead – leading successful transition to the “new normal”.

### **Confronting the Tough Stuff: Communication Through Change**

01-16-HR66 -- 2 Hrs -- \$65

Just like change, communication is an ongoing process. As changes have impacted every state agency, human responses to new challenges present very real fears, concerns and behaviors. This workshop will help managers respond to fallout from change, as well as provide effective techniques to manage formal and informal communication within their organization. Learn practical tips to manage the rumor mill and ways to communicate even when you don't have all the answers to help ensure employees stay on track during and after times of transition.

### **Stabilizing Your New Team**

01-16-HR64 -- 2 Hrs -- \$65

As major change occurs in organizations, people are left in an anxious and uncertain state. Redefined processes, re-formed teams, and new ways of communicating make it difficult for staff to stay focused on goals and objectives. In this workshop, managers will learn how to reduce anxiety and uncertainty, help staff transition from old to new, and stabilize their new teams. Tools to diagnose problems and maintain performance during major change will be presented.

#### **Past participants have said:**

*“Very applicable for current environment and circumstances.”*

*“Gave me lots of tools to work with during our upcoming hard times.”*

*“Great class—especially for agencies experiencing great change or layoffs.”*

### **Rebuilding Trust and Confidence**

01-16-HR65 -- 2 Hrs -- \$65

Following organizational change, employees are sometimes mistrustful and managers might be unsure about what lies ahead for their team and organization. In this workshop, we will explore these typical responses to change and learn ways to inspire confidence in management and the organization. Participants will explore methods to establish and nurture trust within teams and learn practical ways to handle anxiety and conflict. Techniques to maintain self-composure and exhibit positive role modeling will also be covered.

### **Normalizing the New Workplace**

01-16-HR68 -- 2 Hrs -- \$65

Once a major change has happened in the workplace, managers find themselves asking, “Where do we go from here?” In this workshop, participants will learn how to define new team roles and responsibilities in ways that will ensure staff support, as well as effective methods to determine and implement a solid course of action. Significant time will be spent addressing how to align teams and empower staff so that participants can help themselves and others get back to doing what they do best.

### **Engaging Talent in Tough Times**

01-16-HR67 -- 2 Hrs -- \$65

Let's face it—today's workplace is more challenging than ever. Doing more with less, increasing demands on our time and energy, along with major organizational change make it difficult for even the most focused of staff to stay motivated. In this workshop, managers will learn what truly motivates today's workforce and low- and no-cost methods to reward and recognize staff. Participants will explore the powerful role of informal leaders and how to harness their influence to motivate their peers.

## CONTINUING WORKSHOPS FOR TIMES OF TRANSITION

### **Change Management – Finding the “Up” in Upheaval**

01-16-HR57 -- 4 Hrs -- \$75

### **Managing the Change Effort**

01-16-HR60 -- 2 Hrs -- \$65

### **Personal Stress Management**

01-16-HR58 -- 2 Hrs -- \$65

For more information, dates and registration on workshops for times of transition visit [www.dop.wa.gov/Training](http://www.dop.wa.gov/Training). These workshops can also be brought to your work group for a nominal fee.

## ADDITIONAL DOP COURSES FOR MANAGING CHANGE

The following classes are offered through regular open enrollment.

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|---|---|
| Basic Principles For a Collaborative Workplace (1/2 day)          | Crucial Conversations (2 days)  |
| Giving & Receiving Constructive Feedback (1/2 day)                | Mastering Change (1 day)  |
| Assertive Communication (2 days)                                  | Handling Emotions Under Pressure (1/2 day)                            |
| Personal Strategies for Navigating Change (1/2 Day)               | Managing Job Stress (2 days)  |
| Leading High Performance Teams (1 day)                            | Communication Styles & Skills for Employees (2 days)                  |
| Discovering Your Strengths Workshop (2 hours – Upon request only) | Resolving Interpersonal & Organizational Conflict (Upon request only) |

The following classes are available through eLearning.

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|--|---|
| Leading Change from the Front Line         | Incorporating Change in Your Organization |
| Communication During Organizational Change | Leadership and Change                     |
| Preparing for Business Crises              | Managing Through the Change               |
| Responding to Business Crises              | Change Leadership                         |
| Recovering from Business Crises            | Communicating and Reinforcing Change      |

For more information, dates, and registration, visit DOP's website: [www.dop.wa.gov/Training](http://www.dop.wa.gov/Training)



*Creating the best public workforce in the nation*

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